

SALARY 2026

REPORTING MONTH	DEADLINES				PAYMENT DAYS
	Expense Sheets Entry date	Per Diem claims Submitted at the latest	Time Sheets Submitted at the latest	All Approvals Due dates	
December 2025	Entry date in December	December 31	January 2, 2025	January 5, 2026	January 23, 2026
January 2026	Entry date in January	January 31	February 2	February 4	February 25
February 2026	Entry date in February	February 28	March 2	March 4	March 25
March 2026	Entry date in March	March 31	April 1	April 2	April 24
April 2026	Entry date in April	April 30	May 1	May 5	May 25
May 2026	Entry date in May	May 31	June 1	June 3	June 25
June 2026	Entry date in June	June 30	July 1	July 2	July 24
July 2026	Entry date in July	July 31	August 3	August 5	August 25
August 2026	Entry date in August	August 31	September 1	September 3	September 25
September 2026	Entry date in September	September 30	October 1	October 5	October 23
October 2026	Entry date in October	October 31	November 2	November 4	November 25
November 2026	Entry date in November	November 30	December 1	December 3	December 23
December 2026	Entry date in December	December 31	January 4, 2026	January 5, 2026	January 25, 2026

Posted on the intranet.